

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 1997 - JUNE 30, 1998**

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: CLERK OF THE BOARD OF SUPERVISORS

Division/Unit: \_\_\_\_\_

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1	Hours	84	x	\$ 13.74	=	<u>\$1,154.16</u>
----------	---	-------	----	---	----------	---	-------------------

Types of work performed by GENERAL VOLUNTEERS in this category: \_\_\_\_\_

Labeling file cabinets, General Office Duties

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	301	Hours	2,698	x	\$ 13.74	=	<u>\$37,070.52</u>
----------	-----	-------	-------	---	----------	---	--------------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: \_\_\_\_\_

General Maintenance Work, Move Furniture, File Cabinets, Assist Gardeners, Pick Up

Trash, Filing, Typing, Copying, Labeling, Stuffing Envelopes, General Office Duties

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL) If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	<u>Dollar Benefit</u>
<u>Art Coordinator</u>	<u>96</u>	x	<u>\$30.00</u>	<u>\$ 2880.00</u>

No. Vol	1	Total Hours	96	Total Value	<u>\$2,880.00</u>
---------	---	-------------	----	-------------	-------------------

Types of work performed by SPECIALIZED VOLUNTEERS in this category: \_\_\_\_\_

Public Art Display Coordination

- d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: <u>1</u>	<u>84</u>	\$ <u>1,154.16</u>
2b: <u>301</u>	<u>2,698</u>	\$ <u>37,070.52</u>
2c: <u>1</u>	<u>96</u>	\$ <u>2,880.00</u>

<b>TOTALS:</b> <u>303</u>	<u>2,878</u>	\$ <u>41,104.68</u>
---------------------------	--------------	---------------------

### 3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>                    </u>	\$ <u>          </u>	<u>                    </u>	\$ <u>          </u>
<u>                    </u>	\$ <u>          </u>	<u>                    </u>	\$ <u>          </u>

<b>TOTAL VALUE \$</b> <u>0</u>
--------------------------------

### 4. VOLUNTEER PROGRAM COSTS:

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 52.11 x Rate \$18.99 = \$ 989.62

- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 152 x Rate 20.44 =  
County-wide Program Coordination \$ 3,106.80

- c. Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>Certificates, refreshments, flowers,</u>	<u>\$372.05</u>
<u>frames, paper &amp; printing, photographs</u>	<u>                    </u>
<u>for recognition events.</u>	<u>                    </u>

TOTAL OF OTHER PROGRAM COSTS

=

\$ 372.05

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 4,468.47

**Note: Costs are for department &  
County-wide program coordination.**

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ <u>41,104.68</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ <u>0</u>
ADD a + b	\$ <u>41,104.68</u>
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	(\$ <u>4,468.47</u> )
TOTAL PROGRAM BENEFIT	\$ <u>36,636.21</u>

6. **RECRUITING:**

Please describe your recruiting programs: Advertise County Dept. Volunteer Opportunities on the Clerk of the Board's web page, County Television Network and news media.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Art Coordination for the County Administration Center, Coordinate County Departmental Volunteer Coordinators for the County. The Clerk of the Board partners with the United Way Volunteer Center to provide referrals of interested persons to County Departments. The Clerk of the Board coordinates quarterly Department Coordinators Meetings to assist departments with their volunteer programs and monthly recognition events at the Board of Supervisor meetings to recognize outstanding volunteers and publicize departments' volunteer opportunities and achievements. The Clerks office also coordinates the yearly recognition program.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to coordinate monthly and annual volunteer recognition events, quarterly departmental volunteer coordinator meetings. Prepare Volunteer Opportunities pamphlet to publicize volunteer opportunities. Create and implement County-wide Volunteer Policy. Seek out and exploit additional opportunities to publicize County volunteer opportunities.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: David Hall

Phone Number: (619) 224-2232 Mail Stop A-45 E-Mail DHALLXCB

Volunteer Coordinator: Same

Phone Number: \_\_\_\_\_ Mail Stop \_\_\_\_\_ E-Mail \_\_\_\_\_

10. **DEPARTMENT CERTIFICATION:**

Thomas J. Talar  
DEPARTMENT HEAD SIGNATURE

2.28.98  
DATE

G:\PUBLIC.SRV\VOLNTEER\VOL-FORM.TJP